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Executive

CONFIDENTIAL

8 November 1949

Management Officer

Analysis of Proposed Table of Organization for Combined OSO/OPC Training Division.

The OSO/OPC proposed table of organization (Tab B) for a combined Training Division is submitted with our findings and recommendations.

Organization

OSO Personnel Order No. 57, dated 12 September 1949, has in effect combined all training of OSO and OPC into one Training Division. It is proposed by OSO and OPC that the Training Division be established as a separate entity reporting to each Assistant Director on specific matters concerning his office and to both Assistant Directors on matters of mutual concern. The Budget Officer has indicated that from a budget allocation and preparation viewpoint no problems would arise by having the Training Division operate as above.

Present and Proposed Personnel Strength

The proposed Training table of organization (Tab B) does not provide for the Assessment Staff consisting of seven positions. OSO and OPC have agreed that this Staff should be part of the Training Division.

The following is a summary of the present and proposed allocations of positions in the Training Division, including the Assessment Staff:

	Approved		Total	Requested	Difference
	OSO	OPC	OSO/OPC	T/O	
Headquarters	5	6	11	5	-6
Support	—	8	8	17	-9
Assessment Staff	7	—	7	7	—
Staff Training	37	24	61	69	-8
Covert Training	7	—	7	13	-6
Para-Military Training	—	—	—	25	-25
	56	38	94	136	-42

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[REDACTED]

presentation. OSO and OPC state that individuals of the Training Division will be assigned to field positions as the training mission is accomplished.

Estimated Student Enrollment - 1950

The estimated student enrollment and ratio of instructor personnel to students is shown as Tab A. It is felt that the ratio of instructors to students is required under ideal circumstances for the type of training to be given.

Factors Affecting the Table of Organization

There are many intangibles that must be considered in arriving at a table of organization for the Training Division but which cannot be measured in terms of number of instructors to student enrollment. Some of these items are as follows:

- a. Regular instructors for training and instructors for the Para-Military Training Program must be trained.
- b. Courses in intelligence are conducted for State Department overseas personnel.
- c. Rotation of instructors to and from field installations.
- d. The increased demand for specialized training as courses become well established and known to operations personnel.
- e. Support personnel will schedule students for CIA classes and classes at the Foreign Service Institute, submit analytical reports on instructors and students, and prepare and distribute training materials and aids both for departmental and field installations.
- f. The positions of conducting officers in the Para-Military Training Program are not instructors but will be responsible for conducting students through courses provided by the military in various training areas.
- g. Approximately [REDACTED] new departmental OPC personnel will have to be given limited training in order that they may properly perform their duties and OSO field returnees will have to receive additional training. The positions on the proposed table of organization do not allow for this additional workload.

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Space

The proposed table of organization was prepared based on staffing requirements to carry out the training mission and space available to house such a program. The Chief of Training has given assurance that with Buildings 13, 14, and 30, and the Garage by "C" Building, additional space will not be required to carry out the proposed program. Covert Training and Para-Military Training will be conducted in non-Government buildings.

Recommendations

It is recommended that:

1. In order to improve the effectiveness, efficiency, and economy of training operations, a combined CSO/OPC training program be established.
2. The responsibility for training be vested in one office rather than have the Chief of Training responsible to two authorities for administration and direction as is now in operation.
3. The furnishing of combined CSO/OPC training be the responsibility of the Office of Special Operations and such office furnish training to meet OPC requirements.
4. The Executive approve the organizational structure and number of positions requested, including the Assessment Staff, so that classification of the positions and recruitment may be accomplished and a formal table of organization issued.

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COMMENTS OR CONCURRENCES:

CSO

(DATE)

OPC

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